

**Note to Self....Create a How Do I? With this... Workers Comp Current Period.
(SCENARIO 1)**

In this example, the non-exempt employee was off work the entire second week due to her injury. The time keeper must adjust the default work schedule to reflect the hours not worked. This employee is using sick leave to supplement her wage replacement. The REG and WCH row already defaulted into the timesheet.

Place your cursor in the row containing Regular (REG) hours and delete the hours reported in week 2 since the employee did not work any hours that week.

Click on the Insert Row icon or press F7 to add a new row.

Use the earnings code WSL to record the 16.50 hours of sick leave taken to supplement the workers compensation adjustment.

Turn the OK to Process? checkbox on (X).

Click on the Save icon (diskette).

The number of WSL hours to report can be calculated by taking the number of hours in the pay period minus the number of hours reported in the period.

**80.00 hours in the period
- 23.50 workers compensation adjustment
- 40.00 hours worked
16.50 sick leave hours used to allow the employee full leave accrual and to supplement the wage replacement amount.**

WSL allows hours to be reported in a summary format rather than distributing the sick leave hours by day.

WSL hours will add to gross pay for the employee.

WSL will debit the employee's sick leave balance.

Workers compensation leave hours (WSE, WVE, WTE, WCE) do not need to be reported in half-day and full-day increments for exempt employees. Workers compensation earnings codes must be recorded in .25 hour increments.

Click on the button to continue.

CURRENT PERIOD WORKERS COMPENSATION ADJUSTMENT

THE TIME AND LEAVE DETAIL TO REFLECT THE WORKERS COMPENSATION ADJUSTMENT

(SCENARIO 1 - Continued)

Note there is only one row of WCH on-line. The panel print picks up two rows of data.

The panel print below represents sick leave used while on workers compensation as: WSL 16.50.

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